



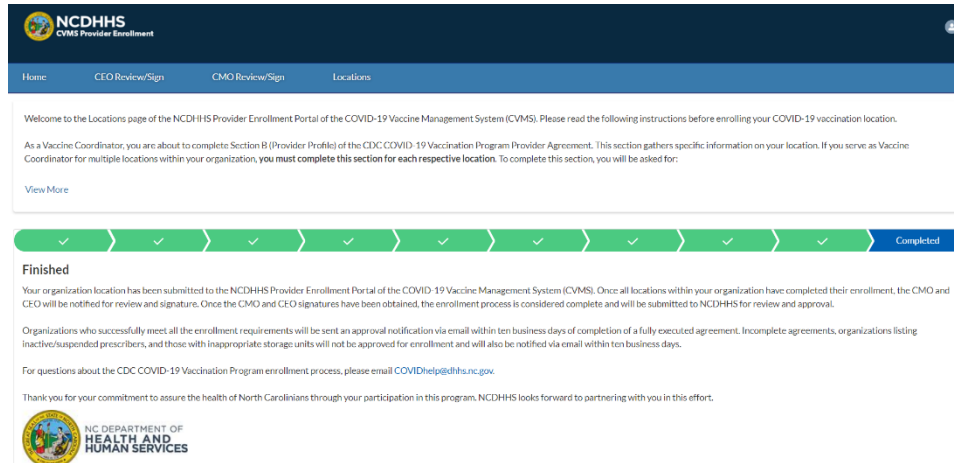
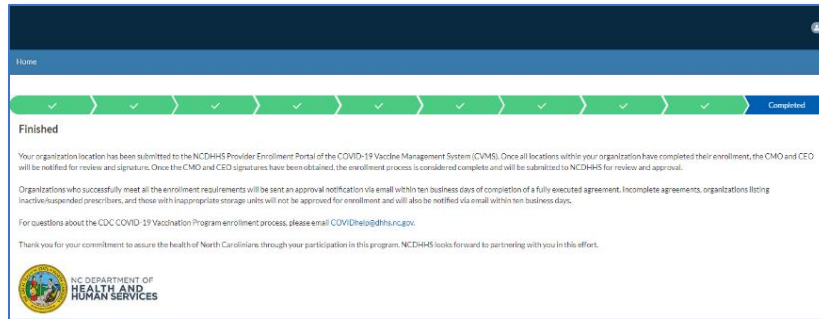
CVMS Provider Enrollment Portal

Complete the Storage and Handling Attestation

As a **PRIMARY VACCINE COORDINATOR** or an **ORGANIZATION ADMINISTRATOR**, you will need to review and sign the **STORAGE AND HANDLING ATTESTATION** to complete the enrollment of your organization in the COVID-19 Vaccine Program. This step should be completed before your first COVID-19 vaccine deliveries. If you need to reopen your Provider Agreement to finalize the recently added Storage and Handling attestation, please follow these instructions:

1. Connect to the CVMS Provider Enrollment Portal: <https://covid-enroll.ncdhhs.gov/>
 2. Enter your **USERNAME** (usually the email address you registered with) and **Password**, then click Log In¹.
 3. If your profile is **VACCINE COORDINATOR**, you will be directed to **COMPLETE SECTION B**. If you are an **ORGANIZATION ADMINISTRATOR**, click on the **LOCATIONS** tab, then click on the **AGREEMENT DETAILS** button of the location you wish to complete.
 3. From the first page named **LOCATION INFORMATION**, navigate to the **REVIEW** page, by hitting the **NEXT** button at the bottom right of the screen to proceed through seven screens. If any fields with a phone number in it has a leading 1, please remove the 1.
 4. On the **REVIEW** page, draw your signature in the box and click on the **ADOPT AND USE** button. Then click Next.
 5. On the **STORAGE AND HANDLING ATTESTATION** page, please review the agreement, draw your signature before clicking the **ADOPT AND USE** button.
 7. Click the **NEXT** button located at the bottom left of the screen one last time. Your STORAGE & Handling Attestation is now completed.
- Note:** if you are an Organization Administrator, you may need to repeat this process for all locations.

¹ If you experience Log-in issues, please reference the **CVMS Provider Enrollment Account Registration and Password Reset User Guide** for more information: <https://immunize.nc.gov/providers/covid-19training.htm>



Please contact the CVMS Help Desk if you experience any issues through the CVSM Help Desk Portal:
https://ncgov.servicenowservices.com/csm_vaccine